



POSITION ORGANIZATION BUDGET INQUIRY [MONTHS 1-6] (QPOB)

The Position Organization Budget Inquiry [Months 1-6] (QPOB) provides rollup reporting by displaying an organization-wide budget vs. actual over the first six months of a fiscal year for each expense.

The Position Organization Budget Inquiry [Months 7-12] (QPO2) displays the months seven through twelve and totals, which are not appearing on this window. Selecting Display: Related Data allows you to access the second window of information without reentering the required fields of Fiscal Year, Agency and Organization.

Step 1 To open QPOB from the SAM II Desktop Navigator window, click on the Go To icon. Type QPOB in the "CODE". Click on the Open button.

Step 2 Populate the following fields to narrow your search on the QPOB window.

FISCAL YEAR – Required. Enter the fiscal year in (yy) format for the budget you want to retrieve. Valid values are located on the Fiscal Year (FSYR) window. Type 01.

AGENCY – Required. Enter the agency code (i.e., operating entity). Valid values are located on the Agency Index (AGCY) window. Type 350.

ORGANIZATION – Required. Enter the organization. Valid values are located on the Organization Index (ORGN) window. Type 3120.

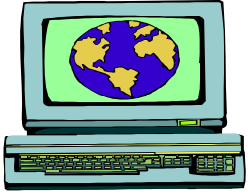
EXPENSE CATEGORY – Optional. You can enter the expense category to further refine the selection. If the expense category is not specified, the system displays budget vs. actuals for each expense category in ascending order by code. Valid values are located on the Expense Category (PEXT) or Override Budget Level (PEX2) windows. Type REGLR.

Select **Display: Browse Data**

Step 3 Let's review the remaining fields of the QPOB inquiry.

PAY INPUT DEFINITION – Display Only. This field indicates whether pay input is entered in time, units, or dollars.

FISCAL YEAR BUDGETED UNITS/AMOUNT – Display only. The budgeted units and amount for the fiscal year are displayed.



POSITION ORGANIZATION BUDGET INQUIRY [MONTHS 1-6] (QPOB)

ADVANTAGE Desktop - OA134

File Edit Display Window Help

Position Organization Budget Inquiry (Months 1-6)

Fiscal Year Agency Organization Expense Category

Pay Input Definition

	Budgeted Units / Amount	Actual Units / Amount	Variance Units / Amount
Fiscal Year	0:00	0:00	0:00
Total	4,700,000.00	0.00	4,700,000.00
Fiscal Month			
1	0:00	0:00	0:00
	1,000,000.00	0.00	1,000,000.00
2	0:00	0:00	0:00
	100,000.00	0.00	100,000.00
3	0:00	0:00	0:00
	100,000.00	0.00	100,000.00
4	0:00	0:00	0:00
	950,000.00	0.00	950,000.00
5	0:00	0:00	0:00
	100,000.00	0.00	100,000.00

END OF INQUIRY Messages 12:22 PM 07/12/00



NOTES



POSITION ORGANIZATION BUDGET INQUIRY [MONTHS 1-6] (QPOB)

Step 3 Let's continue to review the remaining fields of the QPOB inquiry.

FISCAL YEAR ACTUAL UNITS/AMOUNT – Display only. The actual units and amount for the fiscal year are displayed.

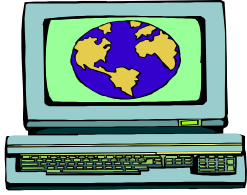
FISCAL YEAR VARIANCE UNITS/AMOUNTS – Display only. The variance units/amount for the fiscal year are displayed.

FISCAL MONTH BUDGETED UNITS/AMOUNT – Display only. The budget totals for the fiscal months one through six are displayed.

FISCAL MONTH ACTUAL UNITS/AMOUNT – Display only. The actual units/amount totals for the fiscal months one through six are displayed.

FISCAL MONTH VARIANCE UNITS/AMOUNT – Display only. The variance units/amount totals for the fiscal months one through six are displayed.

Step 4 Close the QPOB window.



POSITION ORGANIZATION BUDGET INQUIRY [MONTHS 7-12] (QPO2)

ADVANTAGE Desktop - 0A134

File Edit Display Window Help

Position Organization Budget Inquiry (Months 7-12)

Fiscal Year Agency Organization Expense Category

Pay Input Definition

	Budgeted Units / Amount	Actual Units / Amount	Variance Units / Amount
Fiscal Year	0:00	0:00	0:00
Total	4,700,000.00	0.00	4,700,000.00
Fiscal Month			
7	0:00	0:00	0:00
	1,000,000.00	0.00	1,000,000.00
8	0:00	0:00	0:00
	100,000.00	0.00	100,000.00
9	0:00	0:00	0:00
	100,000.00	0.00	100,000.00
10	0:00	0:00	0:00
	950,000.00	0.00	950,000.00

END OF INQUIRY Messages 12:23 PM 07/12/00



NOTES



POSITION ORGANIZATION BUDGET INQUIRY [MONTHS 7-12] (QPO2)

The Position Organization Budget Inquiry [Months 7-12] (QPO2) provides rollup reporting by displaying an organization-wide budget vs. actual over the second six months of a fiscal year for each expense category.

The Position Organization Budget Inquiry [Months 1-6] (QPOB) displays the months one through six and totals, which are not appearing on this window. Selecting Display: Related Data allows you to access the second window of information without reentering the required fields of Fiscal Year, Agency and Organization.

Step 1 To open QPO2 from the SAM II Desktop Navigator window, click on the Go To icon. Type QPO2 in the "CODE". Click on the Open button.

Step 2 Populate the following fields to narrow your search on the QPO2 window.

FISCAL YEAR – Required. Enter the fiscal year in (yy) format for the budget you want to retrieve. Valid values are located on the Fiscal Year (FSYR) window. Type 01.

AGENCY – Required. Enter the agency code (i.e., operating entity). Valid values are located on the Agency Index (AGCY) window. Type 350.

ORGANIZATION – Required. Enter the organization. Valid values are located on the Organization Index (ORGN) window. Type 3120.

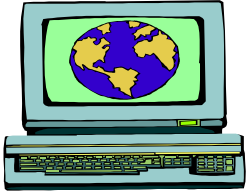
EXPENSE CATEGORY – Optional. You can enter the expense category to further refine the selection. If the expense category is not specified, the system displays budget vs. actuals for each expense category in ascending order by code. Valid values are located on the Expense Category (PEXT) or Override Budget Level (PEX2) windows. Type REGLR.

Select **Display: Browse Data**

Step 3 Let's review the remaining fields of the QPO2 inquiry.

PAY INPUT DEFINITION – Display Only. This field indicates whether pay input is entered in time, units, or dollars.

FISCAL YEAR BUDGETED UNITS/AMOUNT – Display only. The budgeted units and amount for the fiscal year are displayed.



POSITION ORGANIZATION BUDGET INQUIRY [MONTHS 7-12] (QPO2)

ADVANTAGE Desktop - 0A134

File Edit Display Window Help

Position Organization Budget Inquiry (Months 7-12)

Fiscal Year Agency Organization Expense Category

Pay Input Definition

	Budgeted Units / Amount	Actual Units / Amount	Variance Units / Amount
Fiscal Year	0:00	0:00	0:00
Total	4,700,000.00	0.00	4,700,000.00
Fiscal Month			
7	0:00	0:00	0:00
	1,000,000.00	0.00	1,000,000.00
8	0:00	0:00	0:00
	100,000.00	0.00	100,000.00
9	0:00	0:00	0:00
	100,000.00	0.00	100,000.00
10	0:00	0:00	0:00
	950,000.00	0.00	950,000.00

END OF INQUIRY Messages 12:23 PM 07/12/00



NOTES



POSITION ORGANIZATION BUDGET INQUIRY [MONTHS 7-12] (QPO2)

Step 3 Let's continue to review the remaining fields of the QPO2 inquiry.

FISCAL YEAR ACTUAL UNITS/AMOUNT – Display only. The actual units and amount for the fiscal year are displayed.

FISCAL YEAR VARIANCE UNITS/AMOUNTS – Display only. The variance units/amount for the fiscal year are displayed.

FISCAL MONTH BUDGETED UNITS/AMOUNT – Display only. The budget totals for the fiscal months seven through twelve are displayed.

FISCAL MONTH ACTUAL UNITS/AMOUNT – Display only. The actual units/amount totals for the fiscal months seven through twelve are displayed.

FISCAL MONTH VARIANCE UNITS/AMOUNT – Display only. The variance units/amount totals for the fiscal months seven through twelve are displayed.

Step 4 Close the QPO2 window.



POSITION BUDGET VS. ACTUALS [MONTHS 1-6] (QPBA)

ADVANTAGE Desktop - 0A134

File Edit Display Window Help

Position Budget Versus Actuals [Months 1-6]

Fiscal Year Agency Organization Position Number
 Pay Input Definition Expense Category

	Budgeted Units / Amount	Actual Units / Amount	Variance Units / Amount
Fiscal Year Total	0:00 1,000,000.00	0:00 0.00	0:00 1,000,000.00
Fiscal Month 1	0:00 250,000.00	0:00 0.00	0:00 250,000.00
2	0:00 0.00	0:00 0.00	0:00 0.00
3	0:00 0.00	0:00 0.00	0:00 0.00
4	0:00 250,000.00	0:00 0.00	0:00 250,000.00
5	0:00 0.00	0:00 0.00	0:00 0.00

END OF INQUIRY Messages 12:24 PM 07/12/00



NOTES

POSITION BUDGET VS. ACTUALS [MONTHS 1-6] (QPBA)

The Position Budget vs. Actuals [Months 1-6] (QPBA) window displays budgeted units and/or dollars vs. actual expended units and/or dollars over the first six months of a fiscal year for each expense category.

The Position Budget vs. Actuals [Months 7-12] (QPB2) window displays the fiscal months seven through twelve and totals, which are not appearing on this window. Select Display: Related Data to access the second window of information without reentering the required fields of Fiscal Year, Agency and Organization.

Step 1 To open QPBA from the SAM II Desktop Navigator window, click on the Go To icon. Type QPBA in the "CODE". Click on the Open button.

Step 2 Populate the following fields to narrow your search on the QPBA window.

FISCAL YEAR – Required. Enter the fiscal year in (yy) format for the budget you want to retrieve. Valid values are located on the Fiscal Year (FSYR) window. Type 01.

AGENCY – Required. Enter the agency code (i.e., operating entity). Valid values are located on the Agency Index (AGCY) window. Type 350.

ORGANIZATION – Required. Enter the organization. Valid values are located on the Organization Index (ORGN) window. Type 3120.

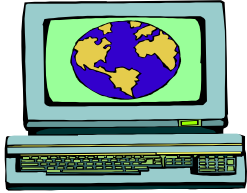
POSITION NUMBER – Optional. You can enter the code identifying the position to refine the selection. If you do not enter Position Number, the organization level budget and actuals for the Expense Category are displayed. The position code is displayed. Type PC59001.

PAY INPUT DEFINITION – Display Only. This field indicates whether pay input is entered in time, units, or dollars.

EXPENSE CATEGORY – Optional. You can enter an expense category code to refine the selection. If you do not enter an expense category, budget vs. actuals for each expense category are displayed in ascending order by code. The code indicating the expense category is displayed. Valid values are located on the Expense Category (PEXP) and Override Budget Level (PEX2) windows. Type REGLR.

Select **Display: Browse Data**





POSITION BUDGET VS. ACTUALS [MONTHS 1-6] (QPBA)

ADVANTAGE Desktop - 0A134

File Edit Display Window Help

Position Budget Versus Actuals (Months 1-6)

Fiscal Year Agency Organization Position Number
 Pay Input Definition Expense Category

	Budgeted Units / Amount	Actual Units / Amount	Variance Units / Amount
Fiscal Year Total	0:00 1,000,000.00	0:00 0.00	0:00 1,000,000.00
Fiscal Month 1	0:00 250,000.00	0:00 0.00	0:00 250,000.00
2	0:00 0.00	0:00 0.00	0:00 0.00
3	0:00 0.00	0:00 0.00	0:00 0.00
4	0:00 0.00	0:00 0.00	0:00 0.00
5	0:00 250,000.00	0:00 0.00	0:00 250,000.00
6	0:00 0.00	0:00 0.00	0:00 0.00

END OF INQUIRY Messages 12:24 PM 07/12/00



NOTES

POSITION BUDGET VS. ACTUALS [MONTHS 1-6] (QPBA)

Step 3 Let's review the remaining fields of the QPBA inquiry.

FISCAL YEAR BUDGETED UNITS/AMOUNT – Display only. The budgeted units and amount for the fiscal year are displayed.

FISCAL YEAR ACTUAL UNITS/AMOUNT – Display only. The actual units and amount for the fiscal year are displayed.

FISCAL YEAR VARIANCE UNITS/AMOUNTS – Display only. The variance units/amount for the fiscal year are displayed.

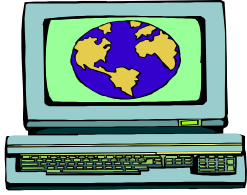
FISCAL MONTH BUDGETED UNITS/AMOUNT – Display only. The budget totals for the fiscal months one through six are displayed.

FISCAL MONTH ACTUAL UNITS/AMOUNT – Display only. The actual units/amount totals for the fiscal months one through six are displayed.

FISCAL MONTH VARIANCE UNITS/AMOUNT – Display only. The variance units/amount totals for the fiscal months one through six are displayed.

Step 4 Close the QPBA window.





POSITION BUDGET VS. ACTUALS [MONTHS 7-12] (QPB2)

ADVANTAGE Desktop - 0A134

File Edit Display Window Help

Position Budget Versus Actuals [Months 7-12]

Fiscal Year Agency Organization Position Number
 Pay Input Definition Expense Category

	Budgeted Units / Amount	Actual Units / Amount	Variance Units / Amount
Fiscal Year Total	0:00 1,000,000.00	0:00 0.00	0:00 1,000,000.00
Fiscal Month			
7	0:00 250,000.00	0:00 0.00	0:00 250,000.00
8	0:00 0.00	0:00 0.00	0:00 0.00
9	0:00 0.00	0:00 0.00	0:00 0.00
10	0:00 250,000.00	0:00 0.00	0:00 250,000.00
11	0:00 0.00	0:00 0.00	0:00 0.00

END OF INQUIRY Messages 12:25 PM 07/12/00



NOTES

POSITION BUDGET VS. ACTUALS [MONTHS 7-12] (QPB2)

The Position Budget vs. Actuals [Months 7-12] (QPB2) window displays budgeted units and/or dollars vs. actual expended units and/or dollars over the second six months of a fiscal year for each expense category.

The Position Budget vs. Actuals [Months 1-6] (QPBA) window displays the fiscal months one through six and totals, which are not appearing on this window. Select Display: Related Data to access the second window of information without reentering the required fields of Fiscal Year, Agency and Organization.

Step 1 To open QPB2 from the SAM II Desktop Navigator window, click on the Go To icon. Type QPB2 in the "CODE". Click on the Open button.

Step 2 Populate the following fields to narrow your search on the QPB2 window.

FISCAL YEAR – Required. Enter the fiscal year in (yy) format for the budget you want to retrieve. Valid values are located on the Fiscal Year (FSYR) window. Type 01.

AGENCY – Required. Enter the agency code (i.e., operating entity). Valid values are located on the Agency Index (AGCY) window. Type 350.

ORGANIZATION – Required. Enter the organization. Valid values are located on the Organization Index (ORGN) window. Type 3120.

POSITION NUMBER – Optional. You can enter the code identifying the position to refine the selection. If you do not enter Position Number, the organization level budget and actuals for the Expense Category are displayed. The position code is displayed. Type PC59001.

PAY INPUT DEFINITION – Display Only. This field indicates whether pay input is entered in time, units, or dollars.

EXPENSE CATEGORY – Optional. You can enter an expense category code to refine the selection. If you do not enter an expense category, budget vs. actuals for each expense category are displayed in ascending order by code. The code indicating the expense category is displayed. Valid values are located on the Expense Category (PEXP) and Override Budget Level (PEX2) windows. Type REGLR.

Select **Display: Browse Data**





POSITION BUDGET VS. ACTUALS [MONTHS 7-12] (QPB2)

ADVANTAGE Desktop - 0A134

File Edit Display Window Help

Position Budget Versus Actuals [Months 7-12]

Fiscal Year Agency Organization Position Number
 Pay Input Definition Expense Category

	Budgeted Units / Amount	Actual Units / Amount	Variance Units / Amount
Fiscal Year Total	0:00 1,000,000.00	0:00 0.00	0:00 1,000,000.00
Fiscal Month			
7	0:00 250,000.00	0:00 0.00	0:00 250,000.00
8	0:00 0.00	0:00 0.00	0:00 0.00
9	0:00 0.00	0:00 0.00	0:00 0.00
10	0:00 250,000.00	0:00 0.00	0:00 250,000.00
11	0:00 0.00	0:00 0.00	0:00 0.00

END OF INQUIRY Messages 12:25 PM 07/12/00



NOTES



POSITION BUDGET VS. ACTUALS [MONTHS 7-12] (QPB2)

Step 3 Let's review the remaining fields of the QPB2 inquiry.

FISCAL YEAR BUDGETED UNITS/AMOUNT – Display only. The budgeted units and amount for the fiscal year are displayed.

FISCAL YEAR ACTUAL UNITS/AMOUNT – Display only. The actual units and amount for the fiscal year are displayed.

FISCAL YEAR VARIANCE UNITS/AMOUNTS – Display only. The variance units/amount for the fiscal year are displayed.

FISCAL MONTH BUDGETED UNITS/AMOUNT – Display only. The budget totals for the fiscal months seven through twelve are displayed.

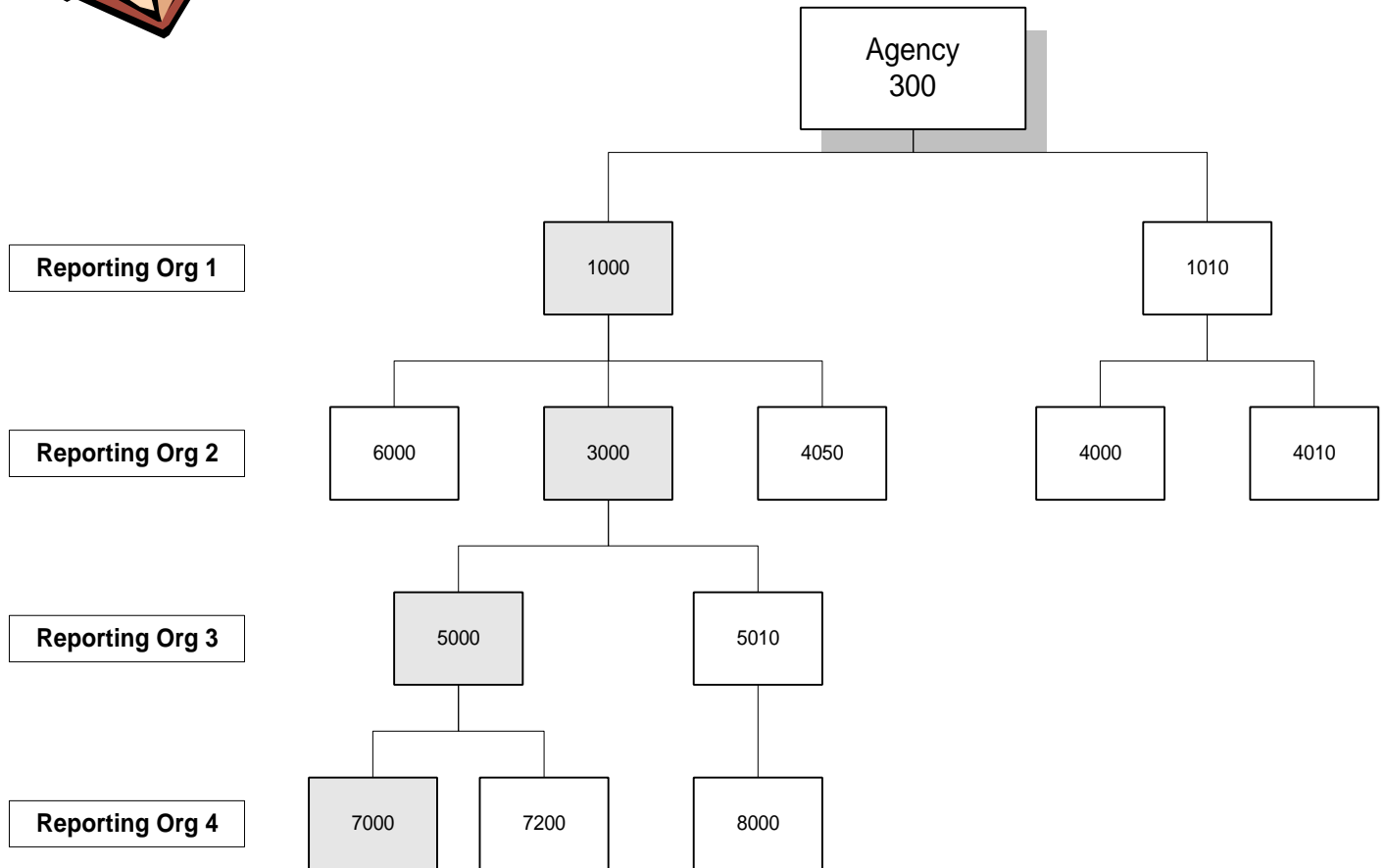
FISCAL MONTH ACTUAL UNITS/AMOUNT – Display only. The actual units/amount totals for the fiscal months seven through twelve are displayed.

FISCAL MONTH VARIANCE UNITS/AMOUNT – Display only. The variance units/amount totals for the fiscal months seven through twelve are displayed.

Step 4 Close the QPB2 window.



Reporting Organization Example





REPORT DISTRIBUTION

The offline reports from the SAM II HR/Payroll System will currently be distributed among agencies as paper reports, as they have been in the past. All of the reports will be sorted by Agency and Organization. Further breakdown of report sorting may also occur, depending upon the information in the report (i.e. position, employee, payroll group, etc.).

These reports will also be available electronically through MOBIUS (Missouri Bibliographic Information User System). For information on how to obtain access to MOBIUS and a list of available reports go to the following Web site:

<http://www.state.mo.us/mo/samii/hr/mobius/index.htm>

Report Headers

All of the Offline Reports will have similar headers. The header will list the title of the report, the report number, the run date and time of the report, the report page number, as well as other information pertaining to the breakdown of the report's sort criteria.

Most offline reports will indicate the Agency and Organization numbers for which information is being reported. In some cases, such as the Payroll Register Report HAR5200, the Payroll Number will be substituted for the Agency Number. The Payroll Number will be equal to the Agency Number.

Reporting Organization Structure

Some of the offline report headers will include information pertaining to the breakdown of Reporting Organizations. These reports will list down to the lowest level Reporting Org and may include up to 12 levels.

The breakdown of the Reporting Org structure is illustrated on the opposite page. In this example, the information being reported for the shaded area is sorted down to fourth level Reporting Org. The Reporting Org at level 4 (7000) rolls up to the third level (5000) which rolls up the second level (3000) and so on.

In cases where the Reporting Organizations are listed on a report header, the lowest level Reporting Org listed will be the Home Agency for which information is being reported.



ACTIVITY

What inquiry window would be consulted in the following situations:
An agency needs to know the past incumbents of a position for a specified period of time.

An agency wants to inquire as to all the title categories that a title is included in.